



## Development Gift Posting Form

Date Received

Raiser's Edge ID#

*If record is not found in Raiser's Edge, create a record and enter ID above.*

Campus

Donor Name

*If company/organization add contact name below.*

Contact Name

Send tax receipt to? *(Gifts less than \$100.00 will not be tax receipted.)*

Send acknowledgment to?

Acknowledgment signer?

How should name be listed in print/web publications?

Type of Gift

*If Pledge: Send Reminders?*

*Payment Schedule Attached?*

Gift/Pledge Amount

Payment type

*Send reminders beginning on:*

Gift is

CONDITIONAL

UNCONDITIONAL

RESTRICTED FOR

GRANT

ANONYMOUS

*(If multiple restrictions, attach specific details.)*

Campaign

ANNUAL

ENDOWED

CAPITAL

OTHER

Fund name/ID

*New Fund?*

Appeal

Apply soft credit to ID#

Comments

Gift Solicitor

*The name(s) listed above will be added to the gift record.*

Form completed by

*Documents such as letters of intent, award letters, signed scholarship criteria and gift agreements must be added to the Media tab of the constituent's record.*